

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 24-302**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**19 DECEMBER 2005**

**Transportation**

**VEHICLE MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes AFMAN24-307\_AFMCSUP1,  
23 May 2003

Pages: 29  
Distribution: F

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**AFI 24-302, 1 February 2005, is supplemented as follows:**

This supplement does not apply to Air National Guard or US Air Force Reserve units or members. It applies to all AFMC organizations that maintain Air Force motor vehicles. Nonappropriated funded vehicles are exempt from this manual. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through transportation channels to HQ AFMC/A4RV, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006.

**SUMMARY OF REVISIONS**

This revision aligns AFMC Supplement 1 with the most current Air Force Instruction (AFI) 24-302. Some paragraphs have been deleted or renumbered for clarification and improved readability. This supplement adds/modifies information on vehicle emission test documentation, oil analysis program, Low Speed Vehicles (LSVs), yard check requirements, vehicle management performance indicators, and operator vehicle inspection frequency. Several paragraphs referencing NMC nomenclature and hour calculations have been deleted or changed to reflect the new requirements. **Attachment 9 (Added)** of this supplement reflects the new quarterly report identified in paragraph **4.79**, and the previous attachments have been renumbered 10 & 11 respectively. All units should review the entire document.

1.4.2. OI's are mandatory for these areas in AFMC.

1.4.4.3. Environmental requirements that pertain to vehicle maintenance, with specific procedures identified to ensure Air Force, federal, state, and local compliance.

1.4.4.4. Operation of the battery shop, to include inventory and issue procedures, and use/disposal of acid. Coordination/approval by the base environmental health office, civil engineering environmental office, and safety office is required.

1.4.4.9. (Added) Operation of Refueling Maintenance shops to include, but not limited to, joint operation with the Fuels flight, confined space entrance, purging of tanks, grounding of vehicles, and when fuel tanks must be drained before working on pumping systems. The Fuels Manager will be responsible for developing the OI for RFM operations at Hill AFB and Eglin AFB.

1.4.4.10. (Added) Seasonal rebuild programs to include start and completion dates. These dates should be consistent with the using organization's requirements.

1.4.4.11. (Added) Vehicle accident, abuse, and incident reporting procedures and repair processing.

1.4.4.12. (Added) Where and how road tests are performed. All vehicles being road tested by vehicle maintenance will be properly identified.

1.4.4.13. (Added) Outlining Nuclear Certified Equipment (NCE) guidance and responsibilities. At a minimum the MOI will ensure only task certified technicians perform repairs, to include welding, on nuclear certified vehicles and equipment. Ensure qualified technicians perform quality control inspections and certify work orders.

1.12.3. (Added) Delete the scheduled maintenance "next due" data from the On-Line Vehicle Interactive Management System (OLVIMS) when a vehicle is awaiting disposition instructions from HQ AFMC/A4RV. Change the organization code to zero, "00".

1.12.4. (Added) Vehicle Fleet Manager (VFM)/Vehicle Management Superintendent (VMS) will develop a Preventive Maintenance & Inspection (PM&I) policy letter outlining local procedures for reporting vehicles to vehicle maintenance for scheduled services. This letter will be distributed to each using organization's VCO/VCNCO. Use of an appointment system for PM&I service is encouraged.

1.14.2.4. Installation vehicle fleet managers will maximize use of AFVs.

1.16.1.3. Maintain a copy of engine analyzer/emissions tester technical data printout in the vehicle historical record if required by host country, state, or local requirements.

1.16.2.1. Units must coordinate with HQ AFMC/A4RV prior to purchase of virgin oils or new tires if unable to procure re-refined oil and recapped tires.

1.16.2.4. Installation vehicle management flights must have a current cost analysis on file for the tire recapping program.

1.16.3.2. Vehicle maintenance elements may optionally institute an engine oil analysis program based on guidance prescribed in AFMC Manual 24-1. If implemented, Vehicle Fleet Managers will ensure a copy of the Automotive Engine Oil Analysis Program, AFMC Manual 24-1, is available for reference. Contact HQ AFMC/A4RV if assistance is needed in obtaining this reference.

1.20. **Vehicle Abuse and Accidents.** Accident repair work orders will be opened as soon as reported to maintenance and remain open until repairs are complete. Repairs will begin upon receipt of a release for repairs from the unit Vehicle Control Officer (VCO). A verbal release with a written follow-up is authorized for critical vehicles. When a vehicle is not released for repairs within a reasonable time (suggest five working days), Vehicle Management and Analysis (VM&A) must contact the unit VCO and request a release. When accident repairs are accomplished at no expense to the government (operator's insurance), VOC time will be entered into OLVIMS and the records will be annotated "Accident, No Cost to Government."

2.8.9. Status of Resources and Training System (SORTS) satisfies MAJCOM reporting requirements, unless otherwise directed.

2.9.4. Vehicles will be managed, marked, and maintained IAW AFI 24-302, AFMC Supp 1, AFMAN 10-2602, TO 36-1-191, and applicable manufacturer manuals. Immediately report contaminated vehicles to AFMC/A4RV. Required information includes, vehicle registration number, date/time contaminated, location, type of contaminant suspected, mission impact, and noted restrictions to use. Bases must maintain a listing of contaminated vehicles also.

2.9.5. TMSKs will be assembled upon deployment shipment notification of the vehicle.

2.14.3. Individuals initiating a bare base operation must deploy with the appropriate tools. Subsequent rotations of technicians will confirm with the contingency site that ITKs have remained in place prior to deployment. Without confirmation that tools exist at the TDY location, mechanics must deploy with tools.

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2.16.1.2. TMSKs will be assembled upon deployment shipment notification of the vehicle. Units will maintain a purchase plan to form the TMSK to include vendor names, estimated costs, and delivery times. Items with extended lead times will be identified. The VEMSO website lists numerous vehicles by type and the required kit items. The VEMSO site will be used as a base line for kit contents.

2.16.1.5. Requests to pre-build TMSK's will be documented and submitted with HQ AFMC/A4RV for approval.

2.18.5. Individuals initiating a bare base operation must deploy with the appropriate tools. Subsequent rotations of technicians will confirm with the contingency site that ITKs have remained in place prior to deployment. Without confirmation that tools exist at the TDY location, mechanics must deploy with tools.

2.25.2. The order of precedence for requisitioning supplies is; local supply, local economy, theater RSS, CONUS commercial support, and finally from the vehicle's home station.

2.26.3. Vehicle maintenance personnel will maintain hand written records until OLVIMS support is established. Upon implementation of OLVIMS, all data, previously hand written, will be entered into OLVIMS using the applicable dates.

3.8.6. Authority to exceed one-time repair limits may be delegated in writing by the commander/director to the VFM or the QAE for contracted operations. Do not perform major repairs on excess or code 048 vehicles without HQ AFMC/A4RV approval. Do not retain vehicles longer than 45 days after it has been determined the vehicle is going to DRMS. For all AFMC bases/centers where there is a Vehicle Management Flight/Function, process vehicles for disposition IAW TO 36-1-191 Chapter 5. Disposition requests for vehicles coded "N" which are obsolete, exceed their age or utilization (miles, hours, or kilometers) life expectancy, or are uneconomically repairable, will be forwarded to the squadron commander/director. Upon approval of the squadron commander/director, the vehicle will be processed directly to the disposal authority.

3.8.6.1. (Added) The approving authority for repairs which exceed the one-time-repair limit, for vehicles assigned to the 46th Test Group at Holloman AFB and Phillips Lab at Kirtland AFB, is the respective unit commander/director. For Brooks City-Base, the approving authority is the Vehicle and Mobility Manager.

3.9.2. Ensure that required monthly reports, quarterly analysis, and the annual energy management report (OMB Cir A-11 Exhibit 55) are submitted to HQ AFMC/A4RV prior to their respective suspense dates.

3.9.8. Contracted bases will use the over-and-above labor rate on LTIs when determining costs that exceed the one-time-repair limit.

3.9.15. The VFM/VMS may delegate Non-Mission Capable (NMC) requisition approval authority to section supervisors.

3.9.18.1. The VFM/VMS will ensure all tools in individual tool kits (ITK) or composite tool kits (CTK) are etched with applicable ITK or CTK numbers. Additionally, to enhance tool control, it's recommended that all hand tools in ITKs or CTKs be inlaid in foam. Contracted bases will develop and implement procedures to meet the intent of tool control and FOD prevention. Tool kits utilized on mobile maintenance vehicles will have tools etched with the tool kit number, inlaid in foam, and inventories must be completed daily or upon completion of work if supporting an after hours response.

3.9.21. Continuity books will contain all written approvals to deviate from prescribed regulatory requirements.

3.9.32. Deficiency reports will processed IAW the DREAMS II Standardized Instructional Handout (created by HQ AFMC/A4RV)

3.9.38. The VFM/VMS will thoroughly review and certify the LTI for accuracy and completeness when completed for repair/disposition decisions and shipping purposes. At bases where the vehicle maintenance function is under contract, the QAE will verify entries and the FAC or designated representative will coordinate on LTIs forwarded off base. At Brooks City-Base, the Vehicle and Mobility Manager will coordinate on LTI's forwarded off base.

3.9.42. Seasonal equipment repairs will be IAW with local OI established per paragraph [1.4.4.10. \(Added\)](#) of this supplement.

3.10.1. Organizations procuring this type of equipment are also responsible for procurement of technical data, shop and parts manuals, etc. Vehicle Management Flight will not accept primary maintenance responsibility on any non-registered equipment, regardless of cost, unless sufficient technical publications are provided and coordination was obtained from vehicle maintenance prior to purchase.

3.12.1.1. TOs on tactical vehicles are written for the Army maintenance concept. This causes some confusion in the area of operator responsibilities. Vehicle operator servicing, inspection and maintenance of Air Force tactical vehicles are the same as for any other type vehicles.

3.23. **Vehicle Management and Analysis (VM&A).** When maintaining General Services Administration (GSA) leased vehicles, vehicle management will comply with GSA procedures for service, repair, and record keeping. Support agreements (SA) or memorandums of agreements (MOA) should be reviewed annually or when changing conditions or costs may require substantial alterations to the agreement (i.e., estimated reimbursements). A courtesy copy of unit's finalized MOA or SA between GSA and the Air Force will be forwarded to HQ AFMC/A4RV. Copies will be used for cross-functional purposes only.

3.24.15. All NMC vehicles will be preserved at storage level “C” as prescribed in TO 36-1-191. The only exception will be vehicles NMC for less than five duty days that are kept inside the maintenance facility. Vehicles stored outside awaiting parts, will be preserved in accordance with the above reference and inspected for condition every 30 days. The VFM/VMS is authorized to deviate from the TO 36-1-191 requirement to remove, tag, and store vehicle batteries while the vehicle is down for parts. Battery ground cables will be disconnected at the battery on vehicles NMC longer than five days. All disassembled components are to be tagged and stored in such a manner as to prevent deterioration. A locally fabricated placard will be readily displayed on, or in, NMC vehicles. The placard will contain at the minimum; vehicle registration number, date NMC, work order number, reason for NMC, and date next inspection is due.

**3.26. Contracted-Operated Base (Support Services).** Contractor operated functions have the same responsibility to maintain OLVIMS reporting integrity as do in-house operations. This includes, but is not limited to, the accurate documentation of labor hours, labor costs, parts costs, NMC reporting, delayed backlog hours, and static data for maintaining vehicle replacement coding and scheduled maintenance services. Deviations from procedures affecting OLVIMS reporting will require HQ AFMC/A4RV approval.

3.26.1. (Added) Adjustments to any data affecting contract established Acceptable Quality Levels (AQL) will require documentation to show amount of adjustment, period of adjustment, and reason the adjustment was permitted. The information will be maintained in one central file for the duration of the contract.

3.26.2. (Added) Initial contracts and renewal contracts will be coordinated with HQ AFMC/A4RV prior to solicitation. Contract modifications, which significantly increase or decrease the scope of the contract, will be forwarded to HQ AFMC/A4RV.

3.28.1.1. A current Mission Essential Level (MEL) list will be located in VM&A for reference. VM&A will notify the VFM/VMS when an organization falls below MEL. The automated MEL function in OLVIMS should not be used as the sole determinant for establishing RED priority maintenance for vehicles.

3.29.3. All requests affecting Air Logistics Center controlled vehicles will be routed through HQ AFMC/A4RV for evaluation.

3.30.2. Seasonal repair vehicles will only be included in NMC time when the actual repairs are being completed. Only during the off-season, the initial work order to LTI the vehicle and procure parts will be a 5000 management code. This work order will not be closed out until all parts are received and repairs can begin. Upon receipt of parts, an appropriate management code work order will be opened and NMC time will be accounted for. At no time will a vehicle be in the possession of vehicle maintenance awaiting repairs or parts without a valid work order.

3.30.4. Mission Capable (MC) data may be used in lease determination considerations if there is no inbound Air Force vehicle replacement projected and maintenance and/or operations costs exceed that of a lease asset.

3.31.1. Serviceable parts may be reclaimed from vehicles approved for processing to Defense Reutilization and Marketing Service (DRMS). Since cannibalization is not usually cost effective, there must be an immediate need; e.g. a vehicle NMC for parts or an expected urgent need for the parts within 120 days. If required parts cannot be reclaimed prior to the suspense for DRMS processing, the Registered Equipment Management System (REMS) monitor must place the vehicle in status code “E” as required by AFMAN 23-110, *USAF Supply Manual*, Vol 2, Part 2, Chapter 22. Otherwise, vehicles will be processed to DRMS NLT 45 days after the suspense in the written disposition instructions. Under contracted functions, parts

will not be removed from a vehicle being processed to DRMS without prior approval from the Functional Chief (FC) or designated representative.

**3.33. Shop Publications.** If Mitchell-On-Demand or other digital technical data is used to support the vehicle maintenance element, the VFM/VMS will ensure there is a process in place to maintain the currency of data provided to the technicians.

**3.36. Vehicle Redistribution:** When the vehicle is received it should be checked for shipment damage and operational serviceability according to Technical Order (TO) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*. A five-year-old vehicle is not required to be in like-new condition. When vehicles are received in an unserviceable condition, the receiving vehicle management function will perform an LTI within five days of receiving the vehicle. If the vehicle was shipped from another AFMC installation, the Vehicle Management Flight Chiefs/Commanders of the shipping and receiving organizations resolve the issue. If the vehicle was shipped from outside AFMC, the Vehicle Management Flight Chief/Commander forwards the LTI to HQ AFMC/A4RV with a cover letter requesting assistance and verifying that only those items required to place the vehicle in serviceable condition are listed on the LTI.

**3.36.1. (Added)** When maintenance functions are contracted, the Quality Assurance Evaluator (QAE) will verify LTI entries by signature in the remarks block. The FC or designated representative will coordinate on all LTIs forwarded outside the functional area.

**4.2.11.3.** Use of a local checklist is mandatory when performing PM & I.

**4.2.15. (Added)** AFMC/A4RV will be notified immediately when the wing mission is impacted due to repair requirements on critical vehicles. Critical vehicles include, but are not limited to, crash firefighting, aircraft refueling, aircraft towing, aircraft loaders, and runway sweepers. During normal duty hours, contact HQ AFMC/A4RV using telephone or e-mail. After duty hours contact Warfighter Sustainment Division (WSD) at DSN 787-5544. As a minimum the information provided will include the vehicle type, registration number, deficiency, and Estimated Completion Date (ECD)

**4.3. Vehicle Control Program.** See [Attachment 12 \(Added\)](#) of this supplement for the VCO program. Inspections will include tenant units and supported ranges.

**4.3.2. Wing Operator Care Inspection Requirements:** Inspection criteria must include safety items, unreported damage, operator care, painting and marking of vehicles to ensure compliance with TO 36-1-191. Inspections will be scored using the rating criteria below and a locally developed checklist. Ensure all systems operate and meet the requirements in Technical orders, AFJMAN 24-306, and other operating manuals and servicing instructions. Vehicles will be scored on a 100-point system with applicable points deducted for each discrepancy noted. A safety discrepancy constitutes automatic failure and terminates point assessment. The inspection will continue to further identify discrepancies that may effect the safe operation of the vehicle. Ensure a proportional sample of each vehicle type and age assigned to the organization is inspected. A representative of the unit must be present during the inspection.

#### **INSPECTION SCORE INSPECTION RATING**

95% - 100% Outstanding

90% - 94% Excellent

80% - 89% Satisfactory

75% - 79% Marginal

74% or below Unsatisfactory

### **DISCREPANCY POINT ASSESSMENT**

Safety Automatic Failure 30 Points

Major 10 Points

Minor 5 Points

**Safety Discrepancy** - Any discrepancy against a system or device that could adversely affect safety of personnel or operation of equipment

**Major Discrepancy** - A condition that does not constitute a safety discrepancy, but may lead to further deterioration of the vehicle or equipment

**Minor Discrepancy** - A condition which violates a technical order or other pertinent publication, but will not cause further damage to the vehicle or equipment

4.3.4. (Added) The VFM will conduct a VCO meeting for all unit VCOs at least semi-annually. Topics for discussion will include: VCO duties, solutions to identified problems, other pertinent information, procedural changes and special interest items being worked or initiated.

#### **4.4. DoD Fleet Credit Card System.**

**NOTE: 4.** (Added) Local procedures must include tracking and accountability of alternate fuel consumption from all sources.

4.4.5. Retain copy of vendor notification for lost and stolen credit cards for one year.

4.4.6. (Added) VM&A is responsible for ordering, management and issue of toll coupons and passes to base organizations. Vehicle Dispatch should be issued bulk toll coupons and/or passes (not to exceed a 60 day supply) for issue to assigned drivers and incidental (appropriated) base users. Vehicle Dispatch will ensure strict accountability of toll passes and coupons.

4.5.2.2. Initial authorization and requests for replacement VIL keys from VM&A and the unit should identify on or off base utilization requirements per vehicle. To minimize list size, VM&A should report vehicles to FMF identified as "on-base" driving only and vehicles changing original status. Maintain quarterly lists for one year.

4.6.17. AFMC bases will advise HQ AFMC/A4RV via email upon completion of TCTO/SB/OTI etc. for input into CARS.

4.13.9. A copy of the contractor's invoice will be retained in the contract maintenance file.

**4.16. Control of Time Compliance Technical Orders (TCTO).** Report Time Compliance Technical Order (TCTO) and Service Bulletin (SB) compliance via E-mail or FAX to HQ AFMC/A4RV (see **Attachment 10 (Added)**). To ensure visibility and prompt completion of TCTOs, SBs and one-time inspections, a master file will be established for tracking purposes. This master TCTO file will consist of a binder separated into active and inactive sections. These sections will be subdivided into three sections: TCTOs, SBs, and one-time inspection letters/messages. The active section will have an index of all active items and will include document number (TCTO number or bulletin number), document title/description, and status. Inactive files may be purged one year after rescission date.

4.16.1.1. VM&A and the shop Technical Order Monitor will ensure a requirement for the TO/TCTO series is established on all assigned vehicles.

4.17. **Vehicle Abuse Repairs.** Vehicles non-mission capable (NMC) due to operator abuse will not be eligible under the Mission Essential Program for priority replacement. See **Attachment 12 (Added)** Para **A12.3.5.1.** for examples of vehicle abuse.

4.19.2. Vehicles can not remain on excess status (status code X) for over 90 days. Maintain Q09 reports for equipment code “V” items and monitor quarterly; retain for 1 year.

4.20.3.1. LSVs and OGMVCs with a purchase price of \$10,000 or higher must be approved by HQ AFMC/LGRD. Refer to TO 36A-1-6 to address seat belt requirements.

4.20.4.2. LSVs and OGMVCs will be given an “X” registration number and entered into a separate site code in OLVIMS for tracking purposes only. LSVs and OGMVCs will be given an 8499 management code.

4.20.5. Authorized vehicles may be reduced based on low utilization due to an increase in assigned LSVs.

4.21.1. Vehicles may not be withdrawn from DRMS and assigned an “X” registration for use again as a vehicle asset. This practice circumvents MAJCOM control of the vehicle fleet.

4.24. **Vehicle Authorization Review Authority.** Mission Support Group (MSG) Commander/Director or in the absence of a MGS/CC, the Group CC/Director in the MS chain of command is the vehicle authorization review authority for the installation. Additionally, the following identifies the vehicle authorizations review authority where AFMC has associate activities:

Location	Authority
Holloman AFB, NM	46TG/CC/Director
Rome, NY	AFRL/CC/Director

- The VFM will coordinate on new base support or operational plans or review published base support or operational plans annually to establish vehicle recall or redistribution of vehicle assets to support these plans.

- The VFM will ensure vehicle recall and redistribution plans are incorporated into the transportation annex of basic plans.

- The approved recall list will support maintenance replacements, emergency recall, and inventory shortages.

4.25. **Allowance Standards (AS).** Vehicle Authorization increases due to R&D mission. Increases must be supported by a funded program element (PE). The following information must be included:

- PE number
- PE Title, Project number and start date of project
- Completion date of project

4.26. **AF Form 601, Equipment Action Request.** Continue to process AF Form 601, **Equipment Action Request**, and AFMC Form 71, **Vehicle justification**, and AFIS analysis to obtain vehicle authorizations. Use AFMC 71 for vehicle justification. Complete all blocks on AFMC Form 71. Blocks that do not apply to the particular type of vehicle must contain “N/A”. Complete support documentation (e.g. POM, P-PLAN, O-PLAN, AFMC 71, non-availability letters, financial documentation, etc.) must accompany AF Form 601 submissions to AFMC/A4RV.

4.29.4. Approved AF Form 601 should be maintained for duration of vehicle authorization. The activity specifically authorized on the AF Form 601 must be entered on the VAL in AFIS. Changes to using activity descriptions on the VAL must be approved by MAJCOM.

4.32.4. Manage rental or leased vehicles the same as Air Force procured vehicles. Vehicle will contain a DD Form 518, SF 91 and applicable operator's inspection guide and trouble report.

4.32.4.5. Short-term leases exceeding 60 consecutive days must be reported to HQ AFMC/A4RV. A copy of the report from the CE VCO presented to VM&A will be forwarded to HQ AFMC/A4RV.

4.33.1. Vehicle leasing must be pursued through GSA prior to commercial sourcing. Retain non-availability documentation and coordination from GSA for each commercial lease vehicle obtained. Maintain non-availability documentation for duration of lease.

4.42.5.2. Government license plates will be procured following the procedures in TO 36-1-191, para 2.25 and the local maintenance operating instruction developed by the VFM/VMS.

4.52.1. A completed Cost Benefit Analysis (CBA) must accompany any request to HQ AFMC/A4RV providing GFE to a contractor unless waived by competent authority.

4.52.2.1. AS 037 should be used for "agency-peculiar" vehicles and vehicles determined cost effective through Cost Benefit Analysis.

4.54. **If the Most Efficient Organization (MEO) Is the Successful Bidder.** MAJCOM vehicle authorization reductions may be based on Most Efficient Organization (MEO) bid proposals, utilization and other factors.

4.59.2. VFM or Flight Chief equivalent will sign all vehicle CA/CRLs.

4.64.1. Vehicle stock number and registration number must be loaded in AFIS with gaining unit identified for assignment. Update OLVIMS with all required data to include projected organizational codes. Newly receipted vehicles that require lesson plans e.g. general purpose, base maintenance, or special purpose vehicles, can not be released to organizations without approved plans of instruction (POI).

4.65. **Reporting Excess Vehicles.** Disposition request for vehicles coded "N" in the Vehicle Management Index File (VMIF) which are obsolete, exceed their age or utilization (miles, hours, or kilometers) life expectancy, or are uneconomically reparable, will be forwarded to the squadron commander/director or squadron operations officer. Upon approval of the squadron commander/director or squadron operations officer, the vehicle will be processed directly to the disposal activity. ASC 000A should be used for excess vehicles pending disposition determination. Excess vehicles approved for salvage should be coded to ASC 000 with the appropriate status code per action required.

4.74.1.5. Authorization Analysis should be performed when requesting new vehicle authorizations.

4.74.1.6. Perform the Utilization/Rotation Analysis on an annual basis with recommendations to the vehicle authorization review authority. Rotate Depot Maintenance business Area (DMBA) and Research and Development (R&D) funded vehicles within respective fleets only.

4.76.1. HQ AFMC/A4RV goals are listed later in this instruction.

4.79. **Performance Indicators (Metrics).** AFMC vehicle management performance indicators are as follows and will be reported quarterly not later than the 15<sup>th</sup> of the month following the quarterly reporting period. See [Attachment 9 \(Added\)](#) for the appropriate format.

4.79.1. (Added) **Vehicle Mission Capable Rate (MC):** Total fleet (including non-registered vehicles) MC goal is 90% or greater.

4.79.2. (Added) **0-24 Hour Turn-Around Rate:** 0-24 hour turn-around goal is 60% or greater.

**NOTE:** Units with a quarterly average not meeting the established performance indicators shall provide analysis/comments to HQ AFMC/A4RV not later than the 15th of the month following the quarterly reporting period. (See [Attachment 9 \(Added\)](#))

4.80. **Specific Performance Indicators.** As a minimum, all indicators identified in paragraph 4.80., and subparagraphs, of AFI 24-302 will be reviewed by local managers at all AFMC bases and analysis performed when standards/goals are not met, or as indicated below (See paragraph 2.22.16.10 in this supplement for analysis exemptions for contracted functions). Use the rules identified for each indicator to help perform the required analysis. The following AFMC standards have been established: (where AFMC standards have not been established, local standards will be established using past data)

4.80.3.1. **Average Cost Per Unit.** Analysis is required when the monthly cost per unit exceeds the locally established goal by 20 percent or more.

4.80.3.2. **Average Cost Per Mile.** Analysis is required when the monthly cost per mile exceeds the locally established goal by 20 percent or more.

4.80.4.1. **NMC Hours to Direct Labor-Hour Ratio.** The command goal is not less than 12 percent.

4.80.5. **Annual Inspections Overdue.** The command goal is 0; analysis is required if 4 or more vehicles are overdue for the month.

4.80.6. **Preventive Maintenance & Inspections (PM&I) Overdue.** The command goal is 0; analysis is required if 5 or more vehicles are overdue for the month.

4.80.7. **Number of Work Orders Opened.** Analysis is required when the number of work orders is not within plus or minus 20 percent of the locally established goal.

4.80.8. **Number of Hours in Delay Code "C."** Analysis is required when the indicator exceeds the established local goal. Seasonal trends must be considered.

4.80.9. **Percent of Direct Labor.** The command standard is 50 percent or higher.

4.80.10. **Percent of Indirect Labor, Productive.** The command standard is not to exceed 30 percent.

4.80.11. **Percent of Indirect Labor, Nonproductive.** The command standard is not to exceed 20 percent.

4.80.12. **Percent of Fleet NMCM.** Goal established locally.

4.80.13. **Percent of Fleet NMCS.** Goal established locally.

4.80.14. **Percent of Fleet NMC.** The command standard is not to exceed 10 percent.

4.80.15. **Percent of Fleet NMC by Vehicle Group or Category.** Goal established locally.

4.80.15.9. Contracted functions are required to perform the analysis as stipulated EXCEPT for the following areas: NMC hours to direct labor-hour ratio, percent of direct labor, and percent of indirect labor (productive and nonproductive) unless otherwise directed by local management. If analysis is deemed not necessary, the indicators will still be charted.

4.80.15.10. (Added) Contracted functions may use the contract Acceptable Quality Levels (AQL) in place of command goals, at the discretion of local management. However, if AQL groups in "Percent of fleet VOC by vehicle group or category" are different than stated in paragraph 2.22, the groups specified will be separately charted each month as a minimum.

4.81. **Other Indicators.** Local management will direct analysis of other indicators as necessary to resolve deficiencies, decrease costs, and to improve efficiency and customer service. Local standards or goals should be established on repeat maintenance and quality of maintenance.

4.84.1. Notify HQ AFMC/A4RV, by e-mail, when depot repaired vehicles are returned.

4.84.1.1. Depot vehicles will use a management code 4000 work order.

4.85.3.5. (Added) The following reports will be forwarded to HQ AFMC/A4RV monthly. Reports may be sent by email attachment, or by file transfer protocol (FTP): (Files should be zipped prior to forwarding) As a last resort files may be sent using 3 1/2 inch discs via U.S. Mail.

4.85.3.5.1. (Added) **Vehicle Master Lists, PCN SB004-023 and PCN SB004-024 (RCS: MTC-LG (M) 7906).** Submit as of the last day of the month, to arrive by the 15th calendar day of the following month. This reporting is designated emergency status code C3. Continue reporting during emergency conditions, delayed precedence.

4.85.3.5.2. (Added) **Vehicle Management Report, PCN SB004-032 (RCS: MTC-LG (M) 7908).** Submit as of the end of each month, to arrive by the 15th calendar day of the following month. This reporting is designated emergency status code C3. Continue reporting during emergency conditions, delayed precedence.

4.85.4. Submit the Quarterly Vehicle Master Summary file to HQ AFMC/A4RV by email attachment, or by file transfer protocol (FTP). As a last resort files may be sent using 3 1/2 inch discs via U.S. Mail.

4.85.4.1. Quarterly ARAQ6T Data (RCS: HAF-LGT (Q) 7903). Submit to arrive not later than the 8<sup>th</sup> duty day after the end of each quarter.

4.85.5. (Added) Air Force vehicles which are centrally procured, but not maintained by a government vehicle maintenance organization (contract or in-house), will be entered into the OLVIMS at the base where the REMS monitor is located. (e.g. Det 8 vehicles located in Palmdale, CA, but loaded in REMS at Robins AFB)

4.85.5.1. (Added) VM&A will have the following limited responsibilities for these vehicles:

4.85.5.1.1. (Added) Enter and remove these vehicles from OLVIMS as indicated by the REMS monitor.

4.85.5.1.2. (Added) Provide the using organization a scheduled maintenance listing once each month.

4.85.5.1.3. (Added) Update the mileage once each quarter as provided by the using organization.

4.85.5.1.4. (Added) Provide information to the using organization on any special maintenance requirements due, such as, service bulletins, TCTOs, and special inspections.

4.85.5.1.5. (Added) Input/update OLVIMS with data provided on maintenance accomplished.

4.85.5.2. (Added) The organization using these vehicles will assign an individual who will:

4.85.5.2.1. (Added) Receive the scheduled maintenance listings, and other special maintenance requirements from VM&A, and forward them to the vehicle location.

4.85.5.2.2. (Added) Be the point of contact for ensuring maintenance actions are accomplished as required and documentation of accomplishment is forwarded to maintenance control.

4.85.5.2.3. (Added) Obtain mileage or hour meter readings on these vehicles once each quarter and forward to maintenance control.

4.85.6. (Added) Contracted vehicle maintenance functions will prepare and forward a daily vehicle status report to the FC or designated representative. At a minimum, the report will list the number of vehicles in each repair center and the number of vehicles in VDP status, as of the beginning of the first shift.

4.85.7. (Added) As a minimum, a physical yard check will be accomplished at least twice a week on non-consecutive workdays. Management/QAE will determine report format and local procedures. Contracted functions will provide a copy of the yard check to the QAE.

4.85.8. (Added) Monthly reconciliations in AFIS must be performed between OLVIMS, SBSS and MAJ-COM within first 10 days of month. Hardcopy reconciliations between each system with corrective actions annotated must be maintained on file for a minimum of one year. SBSS corrections must be accomplished within 5 working days of discovery. AFEMS reviews should also be performed monthly. Rejects and variances must be cleared upon discovery

4.85.9. (Added) Send the base data transfer download disks from AFIS to HQ AFMC/A4RV by the 15<sup>th</sup> day of each month. (See AFD 24-3, Operation, Maintenance, and Use of Transportation Vehicles and Equipment, Paragraph A64.)

5.12.2.7. Units are required to validate the D22 data received from the Standard Base Supply System (SBSS). Make the necessary corrections prior to updating OLVIMS. Validate the work order number, registration number, quantity of issue, and the price.

5.42.1.2. Contracted bases will develop and implement procedures to meet the intent of tool control and FOD prevention. Tool kits utilized on mobile maintenance vehicles will have tools etched with the tool kit number, inlaid in foam, and inventories must be completed daily or upon completion of work if supporting an after hours response.

6.5.5. The HQ AFMC/A4RV goal is to not have a break in training time greater than 60 days. Any break in training greater than 60 days will be identified to HQ AFMC/A4RV.

6.10. **Certified Technical Program.** HQ AFMC/A4RV does not mandate a certified technician program.

7.5.2. Excess and depot vehicles will use a management code 4000. Newly assigned vehicles will use the proper management code (not 4000 or 5000)

7.12.1. AFMC bases will check all other vehicles weekly if not used or daily when being used. The appropriate Operator's Inspection Guide and Trouble Report will be used to annotate the check. Bases have the option to increase the frequency of this check.

7.12.2.2. Vehicles will have an operator inspection conducted once each day at check point.

7.17.3.3. Appropriately marked Operators Inspection Guide and Trouble Reports or the automated waiver system will be used at AFMC bases. If the AF Form 18XX is used, the words "Permanent Waiver" will be written at the top of both the front and back of the AF Form 18XX to be used. "X" out the AF Form 18XX from opposing corners on the front and back of the form. All markings on the outside of the form are accomplished in red. A permanent waiver annotation on the applicable form or computer gener-

ated waiver list will be made for each vehicle that has waived items. The annotated form (Operator's Inspection Guide and Trouble Report for the vehicle type) will include the vehicle registration number and "WAIVER FORM" marked on the front of the form. The annotated form or the computer-generated waiver listing will be retained with the current Operator's Inspection Guide and Trouble Report. Only appropriately authorized/approved waiver items will be entered on this form. The VFM/VMS will designate personnel authorized to approve waiver items for noncontracted operations. For contracted operations, the FC and designated QAEs are the approval authority. The approval authorities will print their last name in the operator's signature block of the waiver card and place their initials in the "init" block to show approval of the waiver. The only other information required to be entered in the permanent waiver forms are the discrepancy and date waived. A back-up list of waived items may be kept in maintenance control.

7.20.23. Mitchell-on-Demand or other industry accepted estimated labor rate products may be used to estimate required work.

7.31. **How to Fill Out AF Form 1829.** Use of AF Form 1829, **Refueling Equipment Inspection Data Record**, is optional. If the form is not used, refueling shops are encouraged to maintain an inspection status board. All inspection items will be entered on work orders and AF Forms 1828-1, Vehicle Historical Record.

7.33. **How to Fill Out AF Form 1830.** Use of AF Form 1830, **Refueling Equipment Hose Installation and Hydrostatic Test Data Record**, is optional. Hydrostatic hose testing will be accomplished when required according to TOs 36-1-191 and 37A-1-101. Hydrostatic test data will be entered on the work order and AF Form 1828-1.

7.46. **Reimbursable and Distribution Codes (R&D Codes).** A copy of the reimbursable/refundable organization list, provided by accounting and finance, will be kept in file until the next update is received.

7.49. (Added) **Standardized Vehicle Manufacturer and Vehicle Type Codes.** The vehicle manufacturer and vehicle type codes listed in **Attachment 11 (Added)** will be used in OLVIMS. These codes will be input into the make/type field of the AZ record. For example, for a Ford sedan, the field will be FRD SDN. For manufacturer and type codes that are not listed in **Attachment 11 (Added)**, send an e-mail with the manufacturer and type vehicle to HQ AFMC/A4RV and the codes will be provided.

8.5.6. A listing of contaminated vehicles will be forwarded to HQ AFMC/A4RV. The information required is vehicle registration number, type of contamination; areas of vehicle contaminated, and mission impacts.

9.2.2.1. Units will report status of TCTO's, service bulletins, campaigns, or OTIs to HQ AFMC/A4RV. See Attachment 13 of this supplement for additional information.

A3.14.1. All main shops are authorized to maintain a 30-day consumption level of working stock. Working stock level for outlying work centers will be determined by the VMM.

A3.18.4. Price list page numbers are not required if an automated price list is used.

**Attachment 9 (Added)****QUARTERLY REPORT  
(SAMPLE)**

DATE:

MEMORANDUM FOR HQ AFMC/A4RV

FROM: 22 LRS/A4RVM

4375 Chidlaw Rd, Bldg 262

Wright Patterson AFB, OH 45433-5006

SUBJECT: Quarterly Report; Jan to Mar 02

A. Vehicle Equivalents: Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_

B. Total Fleet VIC Rate: Jan \_\_\_\_\_% Feb \_\_\_\_\_% Mar \_\_\_\_\_% Qtr Avg \_\_\_\_\_%

C. 0-24 Hr Turn-Around Rate: Jan \_\_\_\_\_% Feb \_\_\_\_\_% Mar \_\_\_\_\_% Qtr Avg \_\_\_\_\_%

D. Analysis Comments: (Comment only if the quarterly average did not meet the goal) ("This is an example only") Our 0-24 hour goal was not met due to processing 35 new vehicles this quarter. This raised our rate by 4 percent. We simply had more vehicles to process than available mechanics. This was a one-time mission increase to our base.

**TCTO Compliance Data:**

TYPE VEH	TCTO #	VEH REG #	W/O #	DATE COMP
P-18	36A12-23-19-502	88L00001	T0012	20 Feb 02

**REPORT POC:** SSgt John Doe, at DSN 787-XXXX.

**Attachment 10 (Added)****TIME COMPLIANCE TECHNICAL ORDER (TCTO), SERVICE BULLETIN (SB), MANUFACTURER'S RECALL, AND MAJCOM DIRECTED INSPECTION REQUIREMENT NOTIFICATION, COMPLIANCE REPORTING AND FOLLOW-UP**

1. The following procedures are established for timely notification, compliance reporting, and follow-up on TCTOs, Service Bulletins (SB), Manufacturer's Recalls, and MAJCOM directed One-time Inspections (OTI). Each base will have a single point of contact, preferably in VM&A, for the purpose of tracking and controlling these compliance requirements.

**2. Requirement Notification:**

2a. **TCTOs.** To ensure receipt of routine TCTOs, the vehicle management Technical Order Distribution Office (TODO) must establish a distribution requirement for each TCTO Series applicable to vehicles maintained, in accordance with TO 00-5-2. When Urgent Action TCTOs, Interim TOs, and Interim Message Changes are issued by the Air Logistics Center (ALC) (WR-ALC for most vehicles), and provided to the MAJCOMs for distribution to field units, HQ AFMC/A4RV will forward a copy of the compliance requirement to applicable field units, by the most appropriate method.

2b. **Service Bulletins.** SBs are normally provided to the MAJCOMS by WR-ALC for distribution to field units, however, the vehicle manufacturer will sometimes issue a SB directly to field units. When notified and provided a copy of the SB, HQ AFMC/A4RV will forward a copy of the SB to applicable field units. When a manufacturer provides a service bulletin directly to your unit, notify HQ AFMC/A4RV by phone or e-mail, so we can ensure all units requiring the SB are notified (the manufacturer sometimes sends the information to the wrong units).

2c. **Manufacturer's Recalls.** Vehicle recalls are typically demanded by DOT's National Highway and Traffic Safety Administration (NHTSA) and is, in most cases, reported by vehicle and equipment manufacturers or directly from GSA to affected customers. When notified and provided copies, HQ AFMC/A4RV will forward recall notices to applicable field units. When a manufacturer provides a recall notice directly to your unit, notify HQ AFMC/A4RV by phone or e-mail, so we can ensure all units requiring the recall are notified.

2d. **MAJCOM Directed One-time Inspections (OTI).** When HQ AFMC/A4RV or WR-ALC identifies a potential safety hazard, a vehicle malfunction that could cause more extensive damage to a vehicle, or a malfunction has occurred and the fleet wide impact is needed to pursue a latent defect issue, an OTI may be issued. HQ AFMC/A4RV will initiate or forward inspection instructions to applicable field units.

**3. Compliance Reporting:** Field units will notify HQ AFMC/A4RV, by e-mail or FAX, when TCTOs, SB, Manufacturer's Recalls and OTIs, are completed. Provide the following information: identification of the compliance requirement (such as TCTO number, manufacturer's recall number, SB number, etc.), registration number(s), work order number(s), and date completed. As a reminder, vehicle historical records should be annotated properly and the correct work order prefixes used. The work order prefixes should be: "T" for TCTOs, "S" for SB and OTIs, and "Z" (Warranty) for Manufacturer's Recalls. Upon notification of the completion of a compliance requirement, HQ AFMC/A4RV will annotate the compliance on a tracking sheet. Periodically, HQ AFMC/A4RV will update those actions being tracked in the Consolidated Analysis and Reporting System (CARS).

**4. Follow-up:** HQ AFMC will track all known TCTOs, SB, Manufacturer's Recalls and OTIs, by base, by vehicle, through completion. Periodically, a follow-up on all open compliance actions will be accomplished. Follow-up will consist of a memo to each unit having compliance actions pending. The memo will request that field unit submit work order numbers and dates accomplished for those maintenance actions completed or an estimated completion date for open compliance action items.

## Attachment 11 (Added)

## VEHICLE MANUFACTURER CODES

Table A11.1. (Added) Vehicle Manufacturer Codes.

MANUFACTURER	CODE	MANUFACTURER	CODE
ALLIS CHALMERS	AC	HIGHWAY	HWY
ALMONT WELDING	AW	HOLLAND LIFT CORP	HLC
AMERICAN GENERAL CORP	AGC	HYSTER	HYS
AMBULANCE MODULAR	AM	IDEAL	IDL
BAKER	BKR	INTERCITY	ICY
BROS INC	BRO	INTERNATIONAL	IHC
BUICK	BUI	JETA	JET
CANCASTER ASSY	CCA	JOHN DEERE	JHD
CASE	CSE	JOHNSON	JHN
CATERPILLAR	CAT	KENTUCKY MFG CO	KMC
CAUCHE	CAU	KOVATCH	KVH
CHANCEY	CNY	LANDOLL	LND
CHECKER CAB	CKR	LIBBEY	LIB
CHEVROLET	CHE	LITTLE GIANT	LTG
CHRYSLER	CHR	MACK	MAC
CLARK	CLK	MARS IND INC	MII
COCHRAN CORP	CCN	MASSEY FERGUSON	MFR
COLEMAN	COL	MILLER	MLR
CONDEC	CON	MINNEAPOLIS MOLINE	MMO
CONDOR	CDR	NORSTAD	NRS
CUSHMAN	CUS	NORTHWESTERN	NWN
DATSUN	DAT	OLDSMOBILE	OLD
DAVIS	DAV	OSHKOSH	OSH
DODGE	DOD	P&H CRANE INC	PCI
DORSEY	DSY	PARAMOUNT	PAR
DOUGLAS AIRCRAFT CORP	DAC	PERKINS	PER
EAGLE BOBTAIL CORP	EBC	PETTIBONE	PTB
EUCLID	EUC	PEIRCE	PCE
EWELL-PARKER	ELW	PLYMOUTH	PLY

MANUFACTURER	CODE	MANUFACTURER	CODE
EZY-GO	EZG	POLECAT CORP	PCC
FORD	FRD	PONTIAC	PON
FMC CORP	FMC	PRESSED STEEL	PSL
FRUEHAUF	FRU	PSI	PSI
FOUR WHEEL DRIVE CORP	FWD	REACH-ALL CORP	RAC
GENERAL MOTORS CORP	GMC	REVO SWEEPERS INC	RSI
GICHNER	GIC	ROGERS	ROG
GILFILLAN	GIL	SCHRECK INDUSTRIES	SCR
GLOBAL	GLO	SCOTT AIR COND INC	SCT
GROVE CRANE INC	GRV	SEAMON	SMN
HALVORSEN (FMC) 25K	HAL	SEI (TUNNER) 60K	SEI
HANDY LIFT GATES	HLG	SEMITRAILER TANKS	STT
HARNISCHFEGER CORP	HFC	SOUTHERN AMBULANCE	SOU
SPACE CORP	SPC		
SPENCER	SPR		
STERLING	STR		
STEVENS	STV		
STEWART STEVENSON CORP	SSC		
TAYLOR CORP	TAY		
TAYLOR DUNNE	TDN		
TECSTOR	TST		
TENNANT	TNT		
TEXTRON	TXT		
THERMO KING CORP	TKC		
TIME MANUFACTURING	TIM		
TOMMY LIFT GATE	TLG		
TOWMOTOR	TOW		
TRANSPORT	TPT		
TYMCO CORP	TMP		
UNITED	UNI		
UTILITY	UTL		
VIKING	VKG		

MANUFACTURER	CODE	MANUFACTURER	CODE
VULCAN	VUL		
WARD	WRD		
WARD LAFRANCE	WLF		
WAYNE SWEEPER CORP	WSC		
WESTINGHOUSE	WES		
WHITE	WHI		
WILLHAM CORP	WMC		
WISCONSIN TRAILER CORP	WTC		
YALE	YAL		

**Table A11.2. (Added) Vehicle Type Codes**

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
B101	SDN	B227	CGO
B106	SDN	B233	CGO
B118	BUS	B261	S/P
B121	BUS	B263	S/P
B130	BUS	B264	S/P
B139	BUS	B265	S/P
B150	S/W	B266	S/P
B162	AMB	B267	S/P
B163	AMB	B313	TRC
B168	PNL	B353	TRC
B170	JP	B239	CGO
B176	MLT	B255	CGO
B177	MLT	B360	TRC
B180	MLT	B361	TRC
B184	BUS	B364	TRC
B185	C/A	B375	TRC
B188	C/A	B390	TRC
B190	SBN	B401	TRL
B191	C/A	B407	TRL
B192	C/A	B409	TRL

<b>MGT CODE</b>	<b>TYPE CODE</b>	<b>MGT CODE</b>	<b>TYPE CODE</b>
B194	BLZ/EXP/BRC	B417	TRL
B198	BLZ/EXP/BRC	B420	TRL
B199	BLZ/CHK	B423	TRL
B200	P/U	B426	TRL
B202	P/U	B442	TRL
B204	P/U	C104	WRK
B207	P/U	C108	WRK
B211	P/U	C116	WRK
B217	P/U	C117	WRK
B222	P/U	C118	WRK
B225	CGO	C122	P30
B226	CGO	C155	MTN
C156	TPM	C319	CLN
C157	TPM	C324	DMP
C158	TPM	C332	DMP
C160	TPM	C337	DMP
C161	TPM	C339	DMP
C163	TPM	C355	B/T
C165	DIG	C372	TRL
C167	TPM	C397	TRL
C168	TPM	C398	TRL
C170	REF	C410	TRL
C181	REF	C434	TRL
C183	REF	C438	TRL
C195	MTK	C439	TRL
C198	TVN	C440	TRL
C200	TVN	C445	TRL
C203	TVN	C459	TRL
C207	TVN	D503	CRN
C211	TVN	D508	CRN
C218	TVN	D510	CRN
C219	TVN	D515	CRN
C238	HIL	D517	CRN

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
C241	HIL	D522	CRN
C242	HIL	D525	CRN
C243	HIL	D526	CRN
C250	HIR	D531	DMP
C251	HIR	D533	DMP
C253	HIR	D536	DMP
C260	MTN	D538	DMP
C267	CCS	D539	DMP
C300	TKF	D547	TRA
C301	TKF	D559	TRA
C306	TKT	D560	TRA
C316	SWR	D561	F/T
C317	SWR	D562	F/T
D565	TRA	D681	RLR
D567	TRA	D682	RLR
D569	DOZ	D705	MXR
D570	DOZ	D720	DST
D572	DOZ	D731	DST
D574	SWP	D732	DST
D575	SPL	D738	WTR
D576	SRU	D741	TRL
D577	SRU	D753	EXC
D578	SRU	D763	DTG
D580	SRU	D765	DGR
D581	SRU	D771	TRC
D582	SPL	D772	TRC
D583	SPL	D776	DRL
D584	SPL	D782	TRM
D586	SEW	E801	TUG
D588	CLR	E810	TUG
D590	TCL	E811	TUG
D594	SWP	E813	TUG
D624	SWP	E816	FL4

<b>MGT CODE</b>	<b>TYPE CODE</b>	<b>MGT CODE</b>	<b>TYPE CODE</b>
D625	SWP	E819	FL6
D626	BHO	E820	FL6
D631	LDR	E822	FL6
D632	LDR	E823	F10
D633	LDR	E824	F15
D640	LDR	E825	F3E
D645	LDR	E826	F20
D652	GRD	E828	F22
D653	GRD	E829	F15
D654	GRD	E831	FL2
D655	GRD	E837	F25
D670	SCR	E838	FE2
D676	RLR	E839	FE2
D680	RLR	E841	FE4
E842	FE4	L130	P-8/P-24
E845	FL4	L133	P-12/P-22
E846	FL6	L142	HMV
E849	FE3	L143	P-2/P-23
E851	FE4	L144	P-27
E855	FE6	L145	P-4/P-19
E902	CRN	L148	P-28
E908	CRN	L149	P-10
E925	CON	L152	P-20
E935	25K	L153	P-15
E936	25K	L190	TRK
E945	60K	L271	HYD
E948	F4K	L275	R-9/R-11
E949	F6K	L276	A-2
E956	F10	L279	A24
E958	F10	L304	FTT
E959	F13	L315	TLN
E975	CNV	L350	MB2
F115	WKR	L351	MB4

MGT CODE	TYPE CODE	MGT CODE	TYPE CODE
F380	TRA	L354	U30
K194	M09	L356	TOW
K195	HMV	L363	TRL
K196	M08	L389	CGS
K197	M28	L391	LOX
K248	CGO	L418	FMR
K251	CGO	L426	DLY
K371	TRA	L427	DLY
K376	TRA	L428	DLY
K451	TRL	L458	TRL
K452	TRL	L459	TRL
K454	TRL	L461	TRL
L114	WRK	L485	TRL
L127	P-18	L486	TRL
L128	P-26	L504	PCA
L530	HMV		
L531	HMV		
L532	HMV		
L534	HMV		
W201	TDI		
W203	LAV		
W205	ABS		
W215	CAL		
W221	CRT		
W223	PMU		
W299	MIS		
W300	SCR		
W999	MIS		

**Attachment 12 (Added)****VEHICLE CONTROL OFFICER (VCO) PROGRAM**

**A12.1. (Added) General.** This attachment is prepared for Vehicle Control Officers. It includes both specific guidance and general information needed for VCO personnel to perform required duties with minimum reference to published directives. Vehicles permanently assigned to units require day-to-day management in addition to that provided by vehicle operations flight personnel. As a result, the Air Force has adopted appointing a VCO that enables organizations to make the most effective use of assigned vehicles.

**A12.2. (Added) Vehicle Management Policy.** With the need to conserve scarce and costly transportation resources, all management echelons must emphasize asset control and energy conservation. We must keep the fleet operating efficiently. We must optimize fleet size for effective reliable mission support. Management and control necessary to reduce maintenance cost is no longer confined to the Vehicle Management Flight. Accordingly, operational control is decentralized to the using agency. The Vehicle Maintenance section provides maintenance support and transportation services not within the using agencies capability. The vehicle user is responsible for operation, conservation, and condition of assigned vehicles. This responsibility is enforced through the operator's supervisor, commander/director, and especially through you, the VCO.

**A12.3. (Added) Vehicle Maintenance.**

A12.3.1. (Added) Your responsibilities as a VCO include ensuring that organizational maintenance is performed and that vehicles are made available for repair and services.

A12.3.1.1. (Added) Organizational Maintenance includes: cleaning the vehicle and checking all fluid levels according to the applicable technical orders (TO) and manuals. General purpose vehicle operators service only fuel, engine oil and windshield washer reservoirs. Report all other suspected fluid level deficiencies to vehicle maintenance. Specialized equipment operators are required to perform daily lubrications, make minor adjustments, and install and maintain special attachments (snow plow blades, cables, etc.) as stated in the applicable operating and servicing TOs.

A12.3.2. (Added) Vehicle Management Flight Services:

A12.3.2.1. (Added) Scheduled Maintenance: Proper scheduling must be made to ensure vehicles do not operate past the mileage/operating hour due date. VCO's must ensure that vehicles are delivered to the maintenance shop as arranged with VM&A.

A12.3.2.2. (Added) Unscheduled Maintenance: Report vehicle malfunctions to the vehicle maintenance Customer Service Center (CSC) within one workday. Report malfunctions that affect safe operation immediately. The user must make sure the vehicle is cleaned and delivered to the maintenance activity for required repairs. Towing services are available if vehicle is unsafe to drive, or further operation would cause further damage. Failure to report malfunctions constitutes vehicle abuse.

A12.3.3. (Added) Modifying, Painting, or Placing Unit Signs on Vehicles:

A12.3.3.1. (Added) Modification: A modification is a change in configuration that alters the basic design and/or use of the vehicle. Addition of special equipment to meet a specific operational need that does not alter the basic design and/or use of the vehicle is not considered a modification. Examples are: Hydraulic tail gates, cargo covers, camper shells, etc. The installation and removal of this equipment is the responsibility of vehicle maintenance unless the cost of installation is included in the purchase price, and installa-

tion is performed by the vendor. Funding of this equipment is the responsibility of the organization. When additional equipment is required, the using activity must submit a letter with full justification to the VFM and the VMS for approval or disapproval

A12.3.3.2. (Added) *Painting and Marking*. Painting and marking of all government and leased vehicles will be in accordance with TO 36-1-191, Chapter 2, *Painting, Marking, and Lighting*. Painting or marking of government vehicles will not be performed by a using organization unless specifically approved by vehicle maintenance. Marking requirements are applicable to GSA lease vehicles also.

A12.3.3.3. (Added) *Placing Unit Signs on Vehicles*. These signs provide a uniform method for identifying vehicles as property of the US Air Force and serve to associate such property with the organization to which it is assigned. When used, signs will be fabricated using a blue plate approximately 6 by 12 inches and will be attached to the front license plate holder. Activity markings may be applied to exterior surfaces if deemed mission essential by local commanders/directors. These markings should be simple to apply and easy to remove without causing damage to the vehicle's exterior surfaces.

A12.3.4. (Added) *Maintenance Priorities*. Each installation sets vehicle maintenance priorities that most effectively support its mission. These priorities are reviewed and approved by the single approving authority annually. As a minimum, the following actions are taken:

A12.3.4.1. (Added) The VFM and VMS review the unit's proposed mission essential vehicle levels for supportability. Installed emergency warning lights, military radios, or other such accessories do not automatically cause a vehicle to be put in a higher priority.

A12.3.4.1.1. (Added) When an organization receives a replacement vehicle (while prime vehicle is in the shop) and the mission essential level is met, the prime vehicle will receive a routine maintenance priority.

A12.3.5. (Added) VM&A will develop a base Vehicle Control Program endorsing economical and efficient transportation.

A12.3.5.1. VCOs must be trained on the following items as a minimum:

A12.3.5.1.1. (Added) Vehicle Control Program intent.

A12.3.5.1.2. (Added) Duties and responsibilities contained in AFD 24-3, AFI 24-302, and AFPAM 24-317, *Vehicle Control*.

A12.3.5.1.3. (Added) MAJCOM and base directives.

A12.3.5.1.4. (Added) Vehicle Maintenance Policies and VM&A support.

A12.3.5.1.5. (Added) Vehicle Training Program requirements.

A12.3.5.1.6. (Added) Vehicle misuse, accident, and abuse policies and procedures.

A12.3.5.1.7. (Added) Proper vehicle assessments.

A12.3.5.1.8. (Added) Vehicle Rotation Program.

A12.3.5.1.9. (Added) Vehicle justifications.

A12.3.5.1.10. (Added) Energy conservation information

A12.3.5.2. (Added) VCOs will also possess VCO program binders. Binders must contain the following items at a minimum.

A12.3.5.2.1. (Added) Current VCO Appointment Letter.

A12.3.5.2.2. (Added) Vehicle Master List, signed by Commander/Director, VCO or Alternate VCO.

A12.3.5.2.3. (Added) Monthly documented VCO vehicle inspections, covering 10% of assigned fleet.

A12.3.5.2.4. (Added) Semi-annual VM&A vehicle inspection reports, including follow-up inspections.

A12.3.5.2.5. (Added) Semi-annual VCO Meeting minutes, provided by VM&A.

A12.3.5.2.6. (Added) Annual Vehicle Control Function Visit Report, last two reports.

A12.3.5.2.7. (Added) Unit Vehicle Trainer Appointment Letters, signed by organization commander/director.

A12.3.5.2.8. (Added) File of 0F345 for civilian operators (if applicable).

A12.3.5.2.9. (Added) File of OSHA 3-year recertifications (if applicable).

A12.3.5.2.10. (Added) VFM approved Vehicle Plans of Instruction (if applicable).

A12.3.5.2.11. (Added) VFM approved vehicle modification/additional equipment letters (if applicable).

A12.3.5.2.12. (Added) Vehicle Authorization Justification Letters and AF 601 Requests, as available.

A12.3.5.3. (Added) VCO Responsibilities and Examples of Abuse. As a VCO, you are responsible to your commander/director for preventing, reporting, and investigating vehicle abuse within your unit. The following are examples of abuse:

A12.3.5.3.1. (Added) Using a vehicle for other than its designed or intended purpose.

A12.3.5.3.2. (Added) Tampering with governors.

A12.3.5.3.3. (Added) Running engines at excessive speeds.

A12.3.5.3.4. (Added) Operating vehicles with insufficient oil or coolants because of failure to check levels, according to established requirements, or failure to monitor dash instrumentation.

A12.3.5.3.5. (Added) Failing to report vehicle malfunctions or damage to vehicle maintenance within required time periods.

A12.3.5.3.6. (Added) Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.

A12.3.5.3.7. (Added) Operating vehicles improperly such as lugging in high gear and shifting into reverse when traveling forward.

A12.3.5.3.8. (Added) Excessive RPM during engine braking.

A12.3.5.3.9. (Added) Improper distribution or failure to secure loads properly in cargo areas of vehicles.

A12.3.5.3.10. (Added) Unauthorized wiring, marking, or modification to vehicles.

A12.3.5.3.11. (Added) Operating a vehicle with broken tire chain links, or improperly inflated tires.

A12.3.5.3.12. (Added) Failures that are not the result of fair wear and tear or defective material or workmanship.

A12.3.6. (Added) Accident Investigation and Reporting Procedures.

A12.3.6.1. (Added) Operator Statements. A vehicle operator must NOT express opinions (orally or in writing) to claimants or their agents as to liability, investigation findings, or the possibility of a claim

approval. Operators do NOT complete insurance company accident report forms. This procedure ensures the US Government reasonable protection against claims filed according to the Federal Tort Claims Act.

A12.3.6.2. (Added) Reporting When Operator Is Injured. In accidents involving military vehicles where the operator is injured to the point where the SF 91 cannot be completed by the operator, the VCO or their designated representative is responsible to have the SF 91 completed.

A12.3.6.3. (Added) Accident Investigation. Local accident notification procedures will be established by VM&A. Your organization must investigate the accident and determine liability. In many cases, commanders/directors use their VCO to investigate accidents. Refer to AFI 91-204 for USAF mishap investigation and reporting procedures.

**NOTE:** A released for repair notification letter is required by vehicle maintenance before repair on the damaged vehicle is started. This letter is initiated by the affected unit as soon as the vehicle is no longer needed for the investigation. Procedures to accomplish Reports of Survey are contained in AFMAN 23-220.

A12.3.7. (Added) Security of Unit Vehicles.

A12.3.7.1. (Added) You, as a VCO, ensure unit vehicles and fuel are secure. To carry out this responsibility, the following vehicle security rules apply:

A12.3.7.1.1. (Added) When not in use, the unit's vehicle should be secured.

A12.3.7.1.2. (Added) As a rule, if a vehicle operator leaves the vehicle unattended, remove the ignition key and lock the vehicle, except for vehicles designated as emergency vehicles (crash-fire trucks, security police vehicles, ambulances, etc.) or when a vehicle is parked in a hazardous area (fuel dump, flightline, ammunition storage loading or unloading area etc.). Military tactical vehicles should use the factory installed steering wheel restraining cables/chain or install a cable/chain to provide security.

**NOTE:** Flightline is defined as any area where the presence of the vehicle could interfere with normal aircraft movement.

A12.3.8. (Added) Cleanliness of Unit Vehicles.

A12.3.8.1. (Added) As a VCO, You must ensure unit vehicles are clean and presentable (exterior, interior, engine compartment, and engine). Contact local vehicle maintenance personnel for guidance in cleaning engine and engine compartment.

A12.3.9. (Added) Fuels Management. The Base Fuels Management Office is responsible for VIL management. As a safety precaution to prevent static electric discharge, vehicle operators refueling vehicles should make sure the fuel dispensing nozzle remains in contact with the gas tank filler neck while dispensing fuel. Gas cans will not be filled in vehicles, remove the approved container from the vehicle and place it on the ground a safe distance away from the vehicle to avoid static electric discharge from bed liners.

A12.3.10. (Added) Vehicle Inspection Requirements and Procedures.

A12.3.10.1. (Added) Inspection Requirements and Procedures: Operator inspection guide and trouble report forms are provided for different equipment types to help vehicle and equipment operators complete required inspection and servicing. These forms also provide a monthly record of inspections accomplished, discrepancies reported, and maintenance corrective actions taken. Most of the forms are alike,

except for the "items to be checked" column. NOTE: Sign forms on all type vehicles when used daily to verify inspections. Inspect vehicles and sign forms at least weekly when vehicles are not used.

A12.3.10.1.1. (Added) Organizations operating GSA/leased vehicles will perform operator maintenance using appropriate 18XX Operator Inspection Guide and Trouble Report and follow GSA/lessor prescribed procedures for corrective action.

A12.3.10.1.2. (Added) VCO/VCNO will ensure all repaired vehicles are inspected for serviceability after being released from a vehicle repair facility. For off-base repairs, a copy of the repair invoice shall be acquired from the repair facility and maintained in the VCO/VCNO folder by vehicle registration number. If vehicle is transferred the vehicle maintenance records will be transferred to the gaining VCO/VCNCO.

A12.3.10.1.3. (Added) VCO/VCNCO will document repair actions taken by the GSA/leased service provider in the Maintenance Control Report section on page two of AF Form 18XX. This applies only for GSA/leased vehicles not repaired by Air Force vehicle maintenance shop. (Note: The Maintenance Control Report section on page two of the AF Form 18XX is completed by vehicle maintenance control for government owned vehicles).

A12.3.10.1.4. (Added) Add any additional operator inspections required for specific and/or unique missions (e.g. nuclear handling missions) into the AF Form 18XX, Operator Inspection Guide and Trouble Report, under ITEMS TO BE CHECKED (OTHER: Blocks). Added items could include tire ply ratings, fire extinguishers, lift gates, cracked welds, etc.

A12.3.10.1.5. (Added) Nuclear Certified GSA/leased vehicles used in direct support of munitions maintenance squadrons that are not maintained by an Air Force Vehicle Maintenance shop, will have repairs accomplished at a Manufacturer's Vehicle Repair Dealership whenever possible. If a dealership is unavailable, an Automotive Excellence Service (ASE) repair facility will be used.

A12.3.10.2. (Added) Other Air Force form numbers and the equipment that they apply to are listed below:

A12.3.10.2.1. (Added) AF Form 1806, **Operator's Inspection Guide and Trouble Report** (Aircraft Towing, Base Maintenance, Deicers, High Reach, and Snow Removal).

A12.3.10.2.2. (Added) AF Form 1807, **Operator's Inspection Guide and Trouble Report (Fuel Servicing)**.

A12.3.10.2.3. (Added) AF Form 1810, **Operator's Inspection Guide and Trouble Report (463L and Material Handling Equipment (MHE))**.

A12.3.10.2.4. (Added) AF Form 1812, **Operator's Inspection Guide and Trouble Report** (all "P"-series firefighting vehicles).

A12.3.11. (Added) Procedures for Recording Discrepancies and Delaying Maintenance.

A12.3.11.1. (Added) Operators record any discrepancies found during weekly or daily inspections which require maintenance in Vehicle/Equipment Discrepancy and Maintenance Report section of the Inspection Guide and Trouble Report Form and report them to maintenance. NOTE: Operator's do not make entries in the "Maintenance Control Report" section, except for end-of-month close-out and deferred maintenance/parts transfers.

A12.3.11.2. (Added) The VFM, VMS, or a qualified representative resolves any question about the seriousness of a discrepancy, decides whether the discrepancy can be delayed, and, if it can, initials the maintenance control entry on the inspection guide.

Gary T. McCoy, Brigadier General, USAF  
Director of Logistics